

THE CITY OF EDMONTON
BYLAW 20815
CITY MANAGER RECRUITMENT COMMITTEE BYLAW

Edmonton City Council enacts:

PART I - INTERPRETATION

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| PURPOSE | 1 | The purpose of this bylaw is to establish the City Manager Recruitment Committee as a temporary council committee, and to establish its membership and mandate. |
| DEFINITIONS | 2 | <p>(1) Unless otherwise specified, words used in this bylaw have the same meaning as defined in the <i>Municipal Government Act</i>, RSA 2000, c M-26.</p> <p>(2) In this bylaw:</p> <ul style="list-style-type: none">(a) “City” means The City of Edmonton;(b) “City Manager” means the City’s chief administrative officer;(c) “Council” means the City’s council;(d) “Councillors” means the City’s councillors, excluding the Mayor; and(e) “Mayor” means the City’s chief elected official. |
| RULES FOR INTERPRETATION | 3 | The marginal notes and headings in this bylaw are for ease of reference only. |

PART II - MANDATE

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| MANDATE | 4 | <p>The mandate of the City Manager Recruitment Committee will be to oversee the recruitment of a new City Manager by:</p> <ul style="list-style-type: none">(a) approving the appointment of an external recruitment firm;(b) providing direction to the external recruitment firm on |
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the development of a position description and role profile;

- (c) recommending to Council a position description and role profile for the City Manager;
- (d) receiving updates from the external recruitment firm on the recruitment process;
- (e) reviewing the long list of candidates developed by the external recruitment firm and recommending to Council a short list of candidates for an initial interview;
- (f) conducting initial interviews and reporting to Council on the results;
- (g) developing and recommending to Council a list of candidates for a final interview by Council;
- (h) approving the interview questions for initial interviews and recommending interview questions to Council for final interviews;
- (i) recommending a candidate to Council for appointment as City Manager;
- (j) recommending to Council the negotiating mandate for the City Manager's employment agreement; and
- (k) recommending a final proposed employment agreement to Council.

PROCEDURES & AUTHORITIES

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The City Manager Recruitment Committee will follow all procedures and has all the authorities as if it was designated a Standing Committee under the Council Committees Bylaw, Bylaw 18156.

PART III - MEMBERSHIP

MEMBERSHIP

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- (1) The City Manager Recruitment Committee will be comprised of:
 - (a) the Mayor; and

(b) four Councillors appointed by Council.

(2) Immediately following the coming into force of this section, Council must appoint four Councillors to the City Manager Recruitment Committee.

TERM

7 Members will be appointed for the duration of the term of the City Manager Recruitment Committee.

CHAIR

8 (1) The Mayor will be the chair of the City Manager Recruitment Committee.

(2) At its first meeting, the City Manager Recruitment Committee will appoint a vice-chair from among its members.

PART IV - GENERAL

- EXEMPTIONS** 9 Sections 4(2), 4(3), 5(2), 6, 10, and 14(6) of the Council Committees Bylaw, Bylaw 18156, do not apply to the City Manager Recruitment Committee.
- REPEAL** 10 This bylaw will be automatically repealed once Council passes a motion appointing a new City Manager.


READ a first time this 3rd day of April 2024;

READ a second time this 3rd day of April 2024;

READ a third time this 3rd day of April 2024;

SIGNED AND PASSED this 3rd day of April 2024.

THE CITY OF EDMONTON


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MAYOR


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A/ CITY CLERK